

City of Chattanooga, TN
Personnel Class Specification

Class code 0828

FLSA: Non Exempt

CLASSIFICATION TITLE: CRIME SCENE TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform identification and technical services associated with identifying, collecting and processing fingerprint and other identification material and evidence from crime scenes. Duties include creating composite drawings and photographing crime scenes and evidence.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Identifies, collects, documents, and processes various components of crime scene, evidence, and trace evidence; submits and transports evidence to approved laboratories; identifies illegal and prescription drugs and hazardous materials; follows departmental procedures to preserve and maintain security and evidentiary chain of custody; follows departmental safety procedures in the handling of firearms and other weapons recovered as evidence.

Assists medical examiner and fire department personnel with removal of bodies from crime scenes; collects and documents evidence from bodies.

Prepares hand-drawn and computer-aided reports, drawings, diagrams and sketches of crime scenes and evidence; documents case information; appears and testifies in local and federal courts to present evidence and testimony.

Photographs crime scenes, evidence, and other documentation or items using 35mm and digital camera equipment; videotapes crime scenes and special assignments as required; photographs special department functions; maintains and cleans all issued photographic and videographic equipment.

Rolls fingerprints and/or palm prints of suspects, arrested persons, victims, applicants, civilians, juvenile criminal suspects, and other individuals for incrimination, elimination, and/or identification, or for other non-criminal purposes.

Compares fingerprints of unknown persons or suspects with fingerprint records to verify identity and to determine if prints were involved in previous crimes.

Extracts data from and enters pertinent information into computer system.

Interviews witnesses and victims for the purpose of making computer-aided composite drawings of criminal suspects; constructs composite drawing from description.

Photographs department personnel, applicants, entertainers, alcohol servers, juvenile criminal suspects, and other individuals as appropriate; makes entry, permit, and identification cards for same.

Interacts and exchanges information with dispatchers, attorneys, court personnel, medical examiner, fire and EMS personnel, medical professionals, and other departments and agencies.

Responds to questions and requests for information from officers, detectives, other law enforcement agencies, supervisors, administrative personnel, and the public.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; attends meetings, workshops, and training sessions as appropriate.

Prepares, generates, and/or processes a variety of forms, requests, reports, correspondence, and other documentation associated with the functions of this position; prepares and maintains files, records, and reference materials and manuals.

Operates and maintains cleanliness of department vehicles, following departmental safety regulations and department standards; communicates via law enforcement radio; operates power and hand tools and equipment as needed to perform duties.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

Responds to after-hours calls as required.

ADDITIONAL FUNCTIONS

Performs clerical support duties such as answering telephones, taking and relaying messages, and making copies of video tapes for officers and detectives.

Performs teaching assignments for general public and police academy; prepares lesson plans.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in fingerprinting, latent prints, and classification; OR supplemented by one (1) year previous experience and/or training in classifying/identifying latent prints, processing

evidence or related fields; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, texture, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions and duties may require exposure to adverse environmental conditions, such as, dirt, dust, pollens, odors, wetness, humidity, rain, fumes, temperature and noise extremes, toxic agents, chemicals, possible violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: February, 2001